

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company's Name] as discussed. I am thrilled to join your team and contribute to [specific goal or project].

I appreciate the offer of [salary/compensation details], and I confirm that I will start on [start date].

Thank you once again for this opportunity. I look forward to working with you and the team at [Company's Name].

Sincerely,  
[Your Name]